

CITY OF BURBANK

CIVIL ENGINEERING ASSOCIATE

DEFINITION

Under supervision, to have functional supervision of a detail design sub-group and to do professional office and field civil engineering work in the design, construction and maintenance of street improvements, storm drains, sewers, special structures, and minor buildings, and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises professional and para-professional engineering personnel engaged in the investigation, preparation and review of design plans, estimates, and reports for Public Works and/or utility construction and improvement projects; initiates, directs, reviews and passes on preliminary designs, studies, cost estimates, staff reports, standards and design engineering problems in maintaining and constructing City streets, sewers, drainage facilities and structures, and utility projects; maintains work schedules for a work group; determines the need for basic data such as field surveys, location of utilities, soil tests, and requests/obtains information through appropriate channels; coordinates engineering work and construction performed by contractors; prepares and supervises preparation of official maps, estimates, and petitions; makes field inspections of construction sites; calculates quantities and costs, writes reports and makes special estimates on projects; answers questions on improvement costs, petition information, public rights of way and property lines; advises the public, contractors, and other City departments on civil engineering matters; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Skill in - the application of civil engineering knowledge of streets, storm drains, sewers, sanitary facilities, water mains, and other public works; drafting, mapping, and survey methods, design, and layout work applied to municipal and/or utility engineering; preparing specifications and writing technical reports.
- Ability to - check office and field engineering, drafting and mapping personnel; receive assignments in general terms and to plan, layout, and direct the work of a group of engineers on a variety of problems; apply the principles and practices of sound personnel management and supervision; maintain effective working relationships with supervisors, fellow employees, and the public; utilize computers in the performance of complex calculations.

Education/Training: A B.S. degree from an accredited college or university with major course work in civil engineering and two years of experience at the equivalent level of the City of Burbank Civil Engineering Assistant.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Registration as a Civil Engineer in California; and/or proficiency in AutoCAD.